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FINANCE & RECORDS

Memo

To: Gregg Mandsager, City Administrator

From: Nancy A. Lueck, Finance Director

Date: January 5, 2016

Re: Resolutions for Change of Authorized Signers for City Bank Accounts

Introduction and Background

The City has checking, money market and savings accounts with First National Bank, Central State Bank and Community Bank. The authorized signers for the City's checking accounts are the Mayor and City Administrator. For investments and bank transfers the authorized individuals are the Finance Director, the Accounting Supervisor, and the City Administrator.

Recommendation

With the new Mayor taking office January 1, 2016, new corporate resolutions are required with each bank to update the authorized individuals on the respective bank accounts. Please include this request to approve the banking resolutions on the agenda for the January 7, 2016 meeting. Please contact me if you have any questions or need additional information.